

4/19/2005

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CFS G/L MONTH-END CLOSING SCHEDULE

APRIL 2005 – Revised 4/19/05

CLARIFICATION of this Closing Information & WHAT is actually closing:

- The CBS system is **NOT** “going down” & “restricting” users from access. This memo refers to the CFS General Ledger period (the CFS G/L Month) that is no longer open & available for module transaction activity to hit *that particular G/L period*.
 - Module transaction activity can be processed after a specific G/L period is closed; the transaction activity will post to the next G/L period/month. Quarterly & Year-end, this schedule is extremely important for transactions to post to the current G/L period.

TIER “ONE” CFS Module Closing

The following modules, “**Tier ONE**”, will be placed in “**PRELIMINARY**” close (Modules will be placed “**FINAL**” close on 5th workday of the following month) for the **April 2005 General Ledger** (**CLOSED for APRIL 2005 activity**):

BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)

NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.

PR – Purchase Requisitions (Commitments)

PO – Purchase Orders (Obligations, etc.)

AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

On **FRIDAY, April 29, 2005, at 9:00 AM EST**.

After 9:00 AM EST, the modules mentioned above, “**Tier ONE**,” may begin working on May 2005 transactions; GL End Date ‘30-APR-2005’ will no longer be available for input.

TIER “TWO” CFS Module Closing

The following modules, “**Tier TWO**”, will be placed in “**PRELIMINARY**” close (Modules will be placed “**FINAL**” close on 5th workday of the following month) for the **April 2005 General Ledger** (**CLOSED for APRIL 2005 activity**):

AR – Accounts Receivable (Collections and Reimbursable WIP Process, etc.)

Special for APRIL - The Reimbursable WIP process will be kicked off on Thursday, April 28th & will not impact the Friday, April 29 closing scheduled for April closing.

TIER “THREE” CFS Module Closing

The following modules, “**Tier THREE**”, will be placed in “**PRELIMINARY**” close (Modules will be placed “**FINAL**” close on 5th workday of the following month) for the **April 2005 General Ledger** (**CLOSED for APRIL 2005 activity**):

ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)

The Cost Accumulation Over/Under (CA O/U) process will be kicked off @ 9:05 am EST on Friday, April 29th and is expected to take from 6-8 hours to complete.

GJ – General Journal (GJs and Labor, etc.)

GL – General Ledger

On **FRIDAY, April 29, 2005, at “Time to Be Determined” EST (Estimated, depending on CA O/U process & other month-end activities completion)**.

NOTE: Between 9:00 AM EST on Friday, April 29th until the April G/L Month is closed, the modules mentioned above, “**Tier THREE**,” should **NOT** enter ANY transactions while April 2005 is still open. **ONLY after** April 2005 is closed may “**Tier THREE**” modules mentioned above begin working on May 2005 transactions.

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SPECIAL INSTRUCTIONS:

- **Summary Level Transfer (SLT) & Labor Processing (GJs & Cost Adjustments):**
 - Please do ***NOT*** approve **ANY** SLTs or Labor Transactions **after COB, Wednesday, April 27th until after the April 2005 G/L Period is closed.** Any approved SLTs after this cutoff will not hit the current GL period, but will hit a future GL period.
 - **These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.**
- **CA Surcharges:**
 - Please have the CA Surcharges processed **prior to the “Tier ONE” closing.**

NOTE #1: DISBURSEMENT PROCESS (PM102, PM103, PM206) will run through and including April 28 and will not run on April 29.

NOTE #2: DATA WAREHOUSE reports &/or CFS Production reports will NOT have complete month-end data until the morning after month-end closing of the last Tier for CFS modules. Clientservices will email all DW users of complete month-end data availability in the DW as well as the Preliminary Close of the G/L period.

DATA WAREHOUSE Snapshot & Refresh Process:

Please do not revise the schedule of the DW Snapshot & Refresh process for **Friday, April 29, 2005**, to start the process @ **11:00 PM EST, as scheduled**, on that day. Thank you.

Please pass this information along to end users in your area or any others you think may be interested.